



TENDER SPECIFICATIONS

1. Title of contract:

Study on Environmental Cross-compliance Indicators in the context of the Farm Advisory System - CIFAS

Invitation to tender: EEA/EAS/05/001.

2. Purpose and context of the contract

Based on the provisions of Council Regulation (EC) No 1782/2003, Member States (MS) are required to define statutory management requirements (SMR) and minimum standards for good agricultural and environmental condition (GAEC) for the implementation of cross-compliance ('cross-compliance requirements and standards'). The implementation of these requirements and standards is a challenging task that will be supported via farm advisory systems, as defined in articles 13 to 16 of Reg. 1782/2003. In respect to these systems, which Member States have to set up by 1 January 2007, recital 8 of that Regulation states that *"In order to help farmers to meet the standards of modern, high-quality agriculture, it is necessary that Member States establish a comprehensive system offering advice to commercial farms. The farm advisory system should help farmers to become more aware of material flows and on-farm processes relating to the environment, food safety, animal health and welfare without in any way affecting their obligation and responsibility to respect those standards"*. According to article 13.2, the *"advisory activity shall cover at least the statutory management requirements and the good agricultural and environmental condition referred to in Chapter I"*.

Based on article 21a of Council Regulation (EC) No 1257/1999 on support for rural development, specific support may be provided to help farmers to use farm advisory systems, as provided for in Regulation 1782/2003, aiming to assess the performances of farm businesses and to identify improvements required with regards to the statutory management requirements. Moreover, under article 33 of Regulation 1257/1999, support may also be granted for the setting up of farm advisory systems referred to in Regulation 1782/2003.

The general aim of the study on environmental cross-compliance indicators in the context of the Farm Advisory System (CIFAS study) is to help the building and the functioning of the above-mentioned farm advisory systems, by contributing to the development of suitable advisory tools, and particularly 'farm level indicators' related to cross-compliance requirements and standards in the area of the environment. Taking account of local specific agronomic and environmental conditions, the "farm level indicators" should allow farmers to assess the extent to which their farming (i.e., land and farm management) practices are suited to meet the cross-compliance requirements and standards applicable in the area of the environment and, where appropriate, to identify the improvements needed in those practices in

view of meeting those requirements and standards. The advisory tools to be developed under the CIFAS study should help:

- a) Identification of current land and farm management practices used by the farmer and relevant for environmental requirements and standards;
- b) Assessment of the level of achievement of environmental cross-compliance requirements and standards applicable to the farmer concerned;
- c) Identification of farm practices that can help to achieve cross-compliance.

The technical specifications for the CIFAS study have been established and agreed between Directorate General Environment (DG ENV), Directorate General Agriculture and Rural Development (DG AGRI) and the European Environment Agency (EEA).

The CIFAS study is financed by the European Commission and managed and coordinated by the EEA under the supervision and guidance of a steering group including representatives from three Directorate-Generals of the European Commission (DG AGRI, DG ENV and DG JRC - Joint Research Centre).

It will result in 1) a database compiling requirements and standards and other relevant information on the cross-compliance requirements in the domain of the environment, 2) an inventory of the farm advisory tools and systems developed or under development to help farmers meeting these requirements and standards and 3) recommendations concerning farm advisory tools in the domain of the environment relevant to cross compliance.

3. Subject of contract

3.1. Objectives

The aims of the consultancy work are to identify best practice among the farm advisory tools already developed in EU Member States and to prepare proposals for farm advisory tools (based on farm and land management models related to large region and farming system types) that, together with the best practices identified, could be elements to be included in a non-exhaustive guidance for the farm advisory systems to be set up by Member States.

To fulfil the aims of the consultancy work, the successful tenderer will collect relevant information about:

- Cross-compliance requirements and standards in the area of the environment, as defined by the EU Member States;
- Environmental farm advisory systems already in place or under development at Member States or local level;
- Farm level indicators and other advisory tools already developed or under development at Member State, regional or local level;
- The key characteristics of regional farming systems and farm structures in selected Member States.

Outputs of the study:

- An overview of requirements and standards and other relevant information on the cross-compliance requirements in the domain of the environment in different EU Member States/regions;
- An inventory of the farm advisory tools and systems developed or under development to help farmers meeting these requirements and standards and
- Recommendations concerning farm advisory tools in the domain of the environment relevant to cross compliance.

3.2. Tasks

The tenderer will provide in his offer a proposal for a detailed work plan for each identified task.

The tasks to be performed by the consultant are:

1. Collecting information on the cross-compliance requirements and standards in the area of the environment as defined by the Member States in at least half of the EU-25 Member States (covering Annex III and IV of Regulation 1782/2003);

2. Collecting information on environmental farm advisory systems already in place or under development, at Member State or local level, in at least half of the EU-25 Member States. The description of the farm advisory systems should provide a sufficient background for assessing the potential usefulness of proposed advisory tools in Member States. That means the description will consist of:

- Structures (numbers of advisors, organisational features etc.)
- Activities (the main ways the advice is provided, like farm visits etc.)
- Professional capacities (if the advisors are trained in environmental concerns etc.)
- IT and other technical resources to use advisory tools to assist farmers in adopting environmental requirements and standards.

3. Collecting information on farm level indicators and other farm advisory tools, as developed or under development at Member State/regional/local level, in at least half of EU-25 Member States. In particular attention should be given to environmentally sensitive areas with particular agri-environmental relationships (e.g. NATURA 2000 sites, specific river basins etc.). Information will be organised in a way that it can be provided on a public website.

4. Collecting information on the key characteristics of the principal farming systems and farm structures as they can be found in different regions, in selected case study regions / Member States. Together with the characteristics of farming systems already collected for IRENA¹ indicators fact sheets (No. 13 to 16), this information will serve as input for evaluating the appropriateness of existing farm advisory tools and indicators.

¹ The IRENA Operation (Indicator Reporting on the Integration of Environmental Concerns into Agriculture Policy) was a joint exercise between several Commission Directorates-Generals (DG Agriculture and Rural Development, DG Environment, DG Eurostat and DG Joint Research Centre, and the European Environment Agency (EEA) to develop agri-environmental indicators for monitoring the integration of environmental concerns into the Common Agricultural Policy (CAP) in the European Union (EU-15).

5. *Analysing the cross-compliance requirements and standards* in the area of the environment, as identified through task 1, with the purpose of identifying differences and commonalities related to different regions of the EU.

6. *Assessing* the extent to which the already existing farm level indicators and other farm advisory tools, as identified through task 3, cover different environmental requirements and standards, as identified in task 1.

7. *Investigating in detail the farm level indicators and other farm advisory tools* (including farm and land management models) in a way that they could be assessed according to the methodology mentioned below. The tools should:

- clearly address SMR/GAEC obligations (or could be used for that purpose),
- be understandable,
- be easy to use,
- be potentially transferable to other situations in terms of natural conditions and type of advisory systems (easy to adjust to local/regional conditions),
- have learning and innovative potential.
- have potential to help in the assessment of the cross-compliance level achieved on a farm and to identify farm practices, which can help to achieve cross-compliance requirements/standards.

The evaluation will also cover the following points (ad task 6):

- Is the tool regionally targeted (in the sense of large European regions)?
- Do the tools collected cover a good range of requirements/standards? Or are some requirements/standards not covered by advisory tools?

Based on the assessment of the *farm advisory tools*, the *best practices* will be designed by describing which types of requirements/standards are best addressed by which type of tool

8. *Developing a proposal for new advisory tools* based on previous findings and taking into account characteristics and needed features of the advisory tool.

9. *To participate in two meetings with stakeholders.*

3.3. Geographic coverage

The proposals submitted under this call for tender have to specify which Member States are to be covered in the study. Two different groups are to be listed, those covered for tasks 1-3, 5 and 6 and those covered for tasks 4 and 7 (the case studies).

3.3.1. Member States to be covered for tasks 1-3, 5 and 6:

The aim for these tasks is to get a representative selection of Member States by taking into account their distribution in large pedo-climatic regions and whether they belong to the old EU-15 or new Member States. The following rules for selection have to be observed:

- The ratio of old and new Member States selected for study should be kept close to the real proportion (15: 10).
- The Members States selected will be as much as possible evenly distributed among the large pedo-climatic regions.

In this respect, Member States are divided into the following large pedo-climatic regions:

- **Central Europe:** AT, DE and Central-eastern FR, LU, PL, HU, CZ, SK, SI .
- **Atlantic:** BE, NL, DK, Northern-western FR, IE, UK.
- **Mediterranean:** Southern FR, EL, IT, ES, PT, MT, CY.
- **Nordic:** FI, SE, EE, LV, LT.

Selected Member States should represent a range of main farm types and farm structures as present in EU Member States. In this context, for each large pedo-climatic region, preference will be given to the combination of Member States that may be considered to better represent the variety of farm types and farm structures present in the large pedo-climatic region concerned. The bidder will have to justify and demonstrate the logic of his proposal.

3.3.2. Selection of case studies:

The proposal has to specify which Member States are to be selected for detailed case studies from the following groups. At the minimum four Member States are to be covered, one each from every large pedo-climatic region. More than four would be an advantage. At least one case study needs to be from the new Member States.

- Central Europe: at least one of **AT, DE, PL, HU** (if only one case study chose between AT or DE).
- Atlantic: either DK or UK.
- Mediterranean: one of IT or ES.
- Nordic: at least one of **FI, SE, EE**.

Member States in bold are to be given preference where possible. In large Member States (Germany, Italy, Spain, France, Poland, for example) at least three regions of the Member State concerned should be investigated (at least two regions in the case of UK). Note that the Czech Republic will be investigated by the EEA project team directly.

There is a need to cover a sufficient number of Member States which already have detailed farm-level requirements relating to the national implementation of the Birds and Habitats Directives. The tender should describe how the proposed selection of case studies will fulfil this need.

3.4. Time schedule and organisation of work

The work should begin within three weeks of signing the contract and be executed in discussion with the respective EEA Project Manager and the EEA project coordinator over a period of 13 months after the signature of the contract. A detailed work plan must be elaborated at the start of the project and submitted at least one week before the start-up meeting for approval by the EEA Project Manager.

There are no special requirements regarding the location of work. It is envisaged that four meetings with the EEA Project Manager will be necessary:

- Start-up meeting to approve a detailed work plan for implementing the tasks set out under 3.2;
- 1st Interim meeting to approve completion of tasks 1 (Collection of information on requirements and standards), task 2 (Collection of information of advisory services in Member States) and task 3 (Collection of farm level indicators and other advisory tools);
- 2nd Interim meeting to approve the draft of task 4 (Key characteristics of the principal farming systems and farm structures in Member States), task 5 (Assessment of differences and commonalities of standards and requirements among Member States) and task 6 (Assessment of coverage of advisory tools concerning standards and requirements).
- Final meeting to approve the results of task 7 (Detailed investigation of the farm level indicators and other farm advisory tools) and task 8 (Proposal for new advisory tools).

3.5. Deliverables

The tenderer should submit the following deliverables:

Detailed work plan for executing the project, one week before the start-up meeting (three hard copies and one WORD file);

Draft results of tasks 1), 2), 3), should be provided 5 months after the signature of the contract, draft of tasks 4), 5) and 6) 9 months after the signature of the contract and draft of the tasks 7) and 8) 12 months after the signature of the contract.

Final report of the project into 13 months after the signature of the contract (three hard copies and one WORD file).

3.6. Working Language

All written project outputs have to be delivered in English.

3.7. Environmental Considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The successful tenderer will, therefore, be requested to consider the EEA environmental management guidelines in their work, in particular those relating to business travel, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage (www.eea.eu.int) under 'About us/Documents'.

4. Participation in the tendering procedure

Eligibility:

Participation in tendering is open on equal terms to all natural and legal persons coming within the scope of the treaties and to all natural and legal persons in a third country which has a

special agreement with the Communities in the field of public procurement on the conditions laid down in that agreement.

Sub-contracting:

Subcontracting and grouping of service providers is acceptable, on condition that responsibility for the contract rests with the bidder. Tenders must specify the role of each of the companies involved.

5. Documentation for tenderers

N/A

6. Visits to premises or briefing

N/A

7. Variants

Variants are not accepted

8. Volume of the contract

The maximum budget available for work on the above tasks, **including** travel and subsistence costs, is **130,000 Euro**.

9. Price

The price quoted must be fixed and not subject to revision.

Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, the Communities are exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

The price tendered must be all-inclusive and expressed in euros, including for countries that are not part of the euro zone. For tenderers in countries that do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.

The price quoted must include a separate estimate for travel and subsistence expenses. This estimate must be based on Agency's rules, as per Annex 3 attached (Reimbursement of Travel Expenses). It must include any travel necessary to meet representatives of the Agency, and represent, at all events, the maximum amount of travel and subsistence expenses payable for all services under the contract. These expenses must be included in the price quoted.

The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

Apart from a total offer for the services, rates per day should be given. In addition the tenderer is requested to detail the expected part of the budget allocated to each task.

10. Terms of Payment

- Pre-financing equal to 30 % of the total amount, within 30 days of the contract signature date;
- Interim payment up to 40 % of the total amount, within 30 days of the date on which the deliverables 1, 2, 3, 4, 5 and 6 are accepted by the Agency;
- Payment of the balance within 30 days of the date on which the deliverables 7 and 8 are accepted by the Agency and after the approval of the Final report.

11. Contractual Terms and Guarantees

In drawing up his bid the tenderer should bear in mind the provisions of the standard contract attached to this invitation to tender.

No financial guarantees are requested.

This contract can be extended according to the original conditions. Such an extension has to be applied for at least one month before expiry of the original contract.

12. Criteria

Exclusion criteria

Candidates or tenderers shall be excluded from participation in a procurement procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) they have been convicted for an environmental offence in the exercise of the profession;

(g) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Exclusion from awarding:

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Candidates or tenderers must certify that they are not in one of the situations listed in paragraph 1. The tenderer shall provide an auto-declaration, preferably made on oath before a judicial or administrative authority, a notary or a competent professional or trade body by a person competent to do so on behalf of the tenderer, which states that none of the grounds for exclusion apply to the tenderer (see Annex 1).

Selection criteria

Legal Capacity

Any tenderer or candidate will be asked to prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

The tenderer should provide an identification sheet (Annex 2) duly filled out and signed, a copy of inscription in trade register, where applicable, and a copy of inscription in VAT registers.

Economic and Financial capacity

Proof of economic and financial capacity may be furnished by one or more of the following documents:

- (a) appropriate statements from banks or evidence of professional risk indemnity insurance;
- (b) the presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;
- (c) a statement of overall turnover and turnover concerning the services covered by the contract during a period which may be no more than the last three financial years.

If, for some exceptional reason, which the contracting authority considers justified, the tenderer or candidate is unable to provide the references requested by the contracting authority,

he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links, which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

Technical and professional capacity

The evidence of the technical and professional capacity should be furnished on the basis of the following documents:

- (a) the educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services;
- (b) a list of the principal services provided in the past three years, with the sums, dates and recipients, public or private;
- (c) a statement of the service provider's average annual manpower and the number of managerial staff for the last three years;
- (d) a description of the service measures for ensuring quality;
- (e) an indication of the proportion of the contract which the service provider may intend to subcontract.

Award criteria: Best value for money

The contract will be awarded to the tender with the best price-quality ratio. The technical quality of the offers will be assessed using the following criteria:

CRITERIA	Maximum
<u>Expertise</u> - the consultants' knowledge of European farming systems and their impact on the environment, agronomic expertise, knowledge of EU cross-compliance policy and of advisory systems and advisory tools as evident from their previous projects and publications/reports;	25
<u>Methodology</u> - the degree to which the methodology and approach of the consultant's work plan corresponds to project tasks and required deliverables;	25
<u>Work plan and project management</u> – based on the quality of the team organisation and project management procedures, which should be clearly outlined in the tender;	15
<u>Understanding</u> – the degree to which the tenderer has taken into consideration all the aspects of the CIFAS study, on the basis of the political and agro-environmental context, including the	15

selection of Member States proposed as case studies.	
Price –per unit work offered (average day fee)	20
TOTAL	100

Submission of tenders

a) The tender must include:

- all the information and documents required by the authorising department for the appraisal of the tender, on the basis of the selection and award criteria in Section 10, and especially
- a detailed technical proposal demonstrating its understanding of the purpose of the CIFAS Study and the tasks set out in Section 3 and providing a detailed work-plan with the methodology and approaches proposed.
- the price in accordance with Section 9
- declaration on exclusion criteria
- the filled-out identification sheet (Annex 2 to this technical specification).

b) Postal address: the European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K, Denmark, for the attention of Jan-Erik Petersen and marked “Reply to call for tender EEA/EAS/05/001”.

c) Languages in which they must be drawn up: 1 of 25 official languages of the European Environment Agency (the official European Community languages plus Norwegian or Icelandic). However, tenders should preferably be drafted in English.

d) Deadline for submission: **52** calendar days from dispatch of this call for tender to the Official Journal of the European Communities.

e) Other requirements: Tenders must be submitted and sent separately in one original and two copies and placed inside two sealed envelopes. The inner envelope, addressed to the person indicated above, should be marked: "Reply to Open Call for Tender EEA/EAS/05/001 - not to be opened by the internal mail department". If self-adhesive envelopes are used, they must be sealed with tape and the sender must sign across the tape.

Tenders from consortia of firms or groups of service providers must specify the role, qualifications and experience of each of the members or of the group. Documents on exclusion and selection criteria must be supplied by each member of the consortiums of firms or groups of service providers submitting a single tender.

ANNEXES

Annex 1: Declaration on Exclusion Criteria

Annex 2: Identification sheet

Annex 3: Reimbursement of travel expenses

Declaration on Exclusion Criteria

The undersigned:

Name of the individual/company/organisation:

Legal address:

Registration number:

VAT number:

Declares on oath that the individual/company/organisation mentioned above:

- a) Is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) It has not been convicted of an offence concerning its professional conduct by a judgement which has the force of *res judicata*;
- c) Has not been guilty of grave professional misconduct proven by any means which the Agency can justify;
- d) Has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country of the Agency or those of the country where the contract is to be performed;
- e) It has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) Has not been convicted for an environmental offence in the exercise of the profession;
- g) Following another procurement procedure or grant award procedure financed by the Community budget, has not been declared to be in serious breach of contract for failure to comply with the contractual obligations.

I, the undersigned, understand that contracts may not be awarded if, during the procurement procedure, the individual/company/organisation mentioned above:

- Is subject to a conflict of interest;
- Is guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Full name:

Date:

Signature:

IDENTIFICATION SHEET

Account Holder:

Company name: _____

Address: _____

Tel/Fax/E-mail _____

Company Representative: _____

Contact Person: _____

VAT No: _____

Bank details:

Bank Name: _____

Branch Address: _____

Account No: _____

BIC/SWIFT code (obligatory): _____

IBAN (obligatory): _____

Company stamp + Signature of Company Representative
(obligatory)

REIMBURSEMENT OF TRAVEL EXPENSES

The reimbursement of travel & daily allowance expenses incurred under this contract is paid in euro (EUR) at the rate of exchange in force against the euro (EUR) for the month in which the liquidation is effected (rate applied by the European Central Bank). All claims must be in the currency in which they were paid.

a) Travel expenses

- by train: First class fare (used ticket with claim),
- by air: Economy class where available (used ticket with claim),
- by car: The equivalent of first class rail fare.

b) Visas**c) Daily allowance**

The daily allowance is to include **all** expenses relating to:

- accommodation;
- meals;
- local transport including taxis.

d) Transfer of professional materials or non-accompanied luggage:

Subject to prior approval by the Agency.

NOTES: Taxis are not chargeable.

The daily allowances applicable for the whole duration of the contract are as follows (*):

Austria	:	EUR	122	Belgium	:	EUR	150
Bulgaria	:	EUR	197	Cyprus	:	EUR	110
Czech Rep	:	EUR	193	Estonia	:	EUR	159
Denmark	:	EUR	179	Finland	:	EUR	156
France	:	EUR	130	Germany	:	EUR	127
Greece	:	EUR	113	Hungary	:	EUR	168
Iceland	:	EUR	199	Ireland	:	EUR	165
Italy	:	EUR	130	Latvia	:	EUR	244
Lithuania	:	EUR	179	Liechtenstein	:	EUR	150
Luxembourg	:	EUR	143	Malta	:	EUR	175
Netherlands	:	EUR	148	Norway	:	EUR	180
Poland	:	EUR	270	Portugal	:	EUR	143
Romania	:	EUR	230	Slovak Rep	:	EUR	144
Slovenia	:	EUR	170	Spain	:	EUR	141
Sweden	:	EUR	157	Turkey	:	EUR	136
United Kingdom	:	EUR	199				

(*) Rates are decreased with 25% when the mission exceeds 4 weeks.

Only 50% of the daily allowance is paid in case the night has not been spent at the place of mission.